

E.R. 4-4891

*modified office*  
Report Covering Accomplishments of the Deputy Director (Administration)  
for Fiscal Year 1953 and Objectives for Fiscal Years 1954 and 1955

The Deputy Director (Administration) by Agency Regulation "is in charge of all administrative support for the Agency". In order to fulfill this responsibility, he reorganized his Office during Fiscal Year 1953 into three divisions, one charged with the control of the Agency regulatory system, one with the preparation of administrative plans for Agency projects, and the third with internal administration of the Deputy Director (Administration) Office.

The first of these divisions, the Regulations Control Staff, in the Fiscal Year 1953 has over-hauled the entire system for the issuance of Agency regulations, including its distribution aspects, has established certain publication standards, and has planned for the review of existing Agency issuances to eliminate conflicts, inconsistencies and unessential duplications, and to incorporate material that has been previously over-looked. Approximately 1/4 of this total review has been finished, and objectives for Fiscal Year 1954 and 1955 are to complete it, as well as to provide for the expeditious development of such new issuances as are required.

The second division, Project Administrative Planning Staff, in Fiscal Year 1953 has prepared, coordinated, and submitted for approval plans for new projects which have been activated, as well as for a portion of those old projects which have existed in the past without plans. It is the object of this division in Fiscal Years 1954 and 1955 to complete plans for all old projects, in addition, of course, to providing them for all newly activated ones.

The division concerned with the Internal Administration of the Deputy Director's own Office has been reorganized in Fiscal Year 1953 to include staff officers who deal with the fiscal, logistics, and personnel elements of the Agency. Objectives for Fiscal Years 1954 and 1955 are to improve the liaison with these elements and the direction, supervision, and control of them.